

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name HS - EBIT		9. Position No. K0230946	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) IT Project Manager	
3. Division Information Technology Services			12. Proposed Class Title	
4. Section Business IT Services	For Use By Personnel Office	13. Allocation		
5. Unit Project Management Office		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %	Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Michael Wilkerson

Director of IT Project Management Office

K0061006

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Michael Wilkerson

Director of IT Project Management Office

K0061006

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Assignments will be given in the form of desired objectives or outcomes. The employee will have considerable latitude in developing tasks, tracking progress, and establishing associated milestones to achieve the objectives or outcomes. Objectives and outcomes will be reviewed based on timely completion and effectiveness.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
15%	E	<p>Project Approval and Prioritization</p> <ul style="list-style-type: none"> Consult with agency business and information technology (IT) managers and staff regarding the development of new projects. Support the agency's Project Management Portfolio process through analysis, presentations, and reports for the agency's leadership. Complete the Planned Project Template for CITO reportable projects.
25%	E	<p>Project Planning</p> <ul style="list-style-type: none"> Develop or assist in the development of project plans (including schedules, Communication Plans, Quality Plans, Deliverable Definition Documents, etc.), budget requests, and management procedures. Initiate project specific tools (such as MS Project and SharePoint) and practices within the DCF and State of Kansas guidelines which will be used to facilitate project tracking, reporting, and collaboration. Coordinate and develop High Level and Detailed planning documents for CITO reportable projects. Coordinate and develop Federal Planning and Implementation Advanced Planning Documents (APD). Evaluate project plans for compliance with architecture, standards, policies, and guidelines. Provide IT project oversight to agency business and IT managers for compliance with information technology project planning guidelines, standards, policies and methodologies. Ensure the budgetary and technological impacts on agency programs have been identified when acquiring hardware, software, and vendor services. Participate and/or lead in the development of vendor contracts.
50%	E	<p>Project Execution</p> <ul style="list-style-type: none"> Manage IT project plans and coordinate the work of project staff, internal and contracted, working on the project. Track project progress against established timeline, budget, and deliverable definitions. Maintain project specific tools and practices to ensure effective project tracking, reporting, and collaboration. Identify, report, and facilitate the resolution of project deficiencies in the form of issues and risks. Consult with agency business and information technology managers regarding progress of projects. Provide project related presentations/briefings as required. Coordinate and provide reporting on CITO reportable projects Conduct lessons learned sessions and develop close out documentation.
10%	M	<p>General Duties</p> <ul style="list-style-type: none"> Provide support for the Project Management Office's overall responsibilities, such as, agency project portfolio management, CITO liaison and reporting requirements, and maintenance of agency project management tools. Assist Project Analysts and other Project Managers as required. Other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Position may be responsible for a major IT System replacement that provides critical services for the most vulnerable citizens of Kansas, such as cash assistance to the needy or child protection. Failure of the system to properly execute will result in those citizens not receiving monetary assistance for food, drugs, and housing or improper handling of child abuse cases resulting in injury or death.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact is required with all levels of DCF and vendors. Routine contact is required with State officials, officials of other states, and federal agencies. Only occasional public contact is required. Contact with these entities is to promote project objectives, communicate project status, and ensure project delivery meets established requirements.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Normal office equipment: personal computers (75% frequency of use); copiers, printers, and scanners (5% frequency of use); and, fax machines (1% frequency of use).

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education or Training - special or professional

Bachelor's degree or higher is preferred.

Licenses, certificates and registrations

Must possess a Kansas IT Project Management Methodology certification or a traditional IT Project Management Methodology, such as the Project Management Professional (PMP) certification from the Project Management Institute (PMI) or obtain State of Kansas certification within one year of employment. Some positions in this class series may require a security clearance at the time of appointment.

Special knowledge, skills and abilities

Experience - length in years and kind

Degree and three years' experience with IT related project management or five years' experience with IT related project management. Additional experience in IT project management may be substituted for the required education.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date